



STATE OF WASHINGTON

MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION

*MS: TA-20 Building 20
Camp Murray, Washington 98430-5122
Phone: (253) 512-7000 • FAX: (253) 512-7200
Website: <http://www.wa.gov/wsem/>*

December 5, 2000

All County and City Emergency Managers

Enclosed is a copy of the Washington State Emergency Management Division (EMD) revised *Sandbag Bulk Distribution/Storage and Emergency Usage Procedures*.

For rapid emergency supplemental sandbag assistance to jurisdictions, EMD maintains a stockpile of state-owned sandbags in various locations around the state. Requests for sandbags will be honored only during times of flood emergency and should come through the jurisdiction's emergency management agency to EMD.

State and federal sandbags may be used only as a supplement to locally owned stocks during a flood emergency in that jurisdiction. State or federal sandbags may not be used to establish or replenish their adequate supply or other local stocks of sandbags.

If you have any questions regarding this procedure, or to provide updated sandbag counts for your jurisdiction, please contact Dave Rider, Webmaster and Logistics Coordinator, at (253) 512-7020 or by e-mail to: d.rider@emd.wa.gov.

Sincerely,

/ Signed /
Glen L. Woodbury
Director

GLW:DBR:kp

Enclosures

cc: Jim Schoonover, Operations Unit Manager
Ken Parrish, Emergency Operations Section Manager
Dave Rider, Webmaster & Logistics Coordinator

SANDBAG BULK DISTRIBUTION/STORAGE AND EMERGENCY USAGE PROCEDURE

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**SANDBAG BULK DISTRIBUTION/STORAGE
AND EMERGENCY USAGE PROCEDURE**

I. General

Jurisdictions (incorporated towns and cities, counties, and state agencies) are expected to maintain a supply of sandbags adequate to cover anticipated emergencies for their jurisdiction.

To facilitate rapid emergency supplemental sandbag assistance to jurisdictions, the Emergency Management Division (EMD) maintains a stockpile of sandbags positioned in various storage locations around the state to augment the stocks of jurisdictions during flood emergency situations.

The EMD relies on various jurisdictions to provide adequate storage facilities for stockpiled sandbags and to take responsibility to ensure the sandbags are protected and used in accordance with these Sandbag procedures.

II. Purpose

- A. This document defines an adequate supply of sandbags, and describes the requirement for jurisdictions to acquire and maintain an adequate supply of sandbags for emergency use.
- B. It describes that bags provided by EMD are supplemental to local or state agency-owned sandbags and that federally-owned sandbags are supplementary to local and state agency-owned sandbags.
- C. This document also describes the process jurisdictions must use to obtain supplemental sandbags from EMD stocks.

III. Responsibilities

- A. It is the responsibility of jurisdictions to maintain supplies of sandbags adequate to cover anticipated emergencies.
- B. It is the responsibility of EMD to maintain a stockpile of sandbags in various locations

throughout the state.

- C. It is the responsibility of a jurisdiction to acquire and maintain an adequate supply of sandbags for emergency use.

IV. Procedures

- A. Requests for sandbags from a local jurisdiction should come through the local jurisdiction's emergency management agency to EMD.
- B. Requests for sandbags from state agencies should come through that agency's Liaison Officer to EMD.
- C. See Enclosure 1 - *Adequate Supply of Sandbags* for a discussion of what constitutes an *adequate supply* of sandbags for a jurisdiction and how that number is determined.

V. Administration

- A. Requests by jurisdictions for sandbags will be honored only during times of flood emergency affecting that jurisdiction.
- B. EMD-owned sandbags are supplemental to jurisdiction efforts.
- C. Federally-owned sandbags are supplemental to local and state efforts.
- D. If an adequate supply of jurisdiction-owned sandbags on hand prior to the event has been exhausted (or its exhaustion is imminent) in the current flood emergency, there will be no charge for any state sandbags provided.
- E. Conversely, if an adequate supply was not on hand, then any state sandbags provided will be provided to the jurisdiction at our cost per bag, including transportation costs, if any.
- F. On a case-by-case basis at the discretion of the EMD Director, bags from EMD stockpile locations may be loaned to meet specific jurisdiction flood emergency situations. At the conclusion of the emergency, any unused stocks of bags must be immediately returned to EMD stockpile locations.
- G. Requesting jurisdictions should be prepared to provide transportation and personnel to pick up the sandbags. Again, on a case-by-case basis at the discretion of the Director, EMD may arrange for transportation of requested sandbags.
- H. State or federally-owned sandbags cannot be used to replenish a local jurisdiction's or state agency's supply.

Dec. 5, 2000

/ Signed /
Glen L. Woodbury
Director

ENCLOSURE 1

Computing an Adequate Supply of Sandbags

1. Jurisdiction *X* flood emergency sandbag usage history for the past five years is:

Year 1 - 3,500 bags (local, state, & federal bags)

Year 2 - 4,000 bags (local, state, & federal bags)

Year 3 - 0 bags (no flood activity)

Year 4 - 1,700 bags (local, state, & federal bags)

Year 5 - 2,500 bags (local, state, & federal bags)

Total: -11,700 bags

$11,700 / 5 = 2,340$ average number of bags used

25 percent of 2,340 = 585 bags

585 bags then becomes Jurisdiction *X*'s current adequate supply

Example:

	YEAR	Flood Incidents (Location; Incident Number)	Number of Bags Used in Each Incident	Total Number of Bags Used (From any source)
1	1993	West Hills; 93-2819 Electra; 93-2832; 2,500	1,000 2,500	3,500
2	1994	West Hills; 94-1987 S. Park; 94-2100 Blue Creek; 94-3243	1,500 1,500 1,000	4,000
3	1995	Number Incidents	0	0
4	1996	South. Park; 96-2760	1,700	1,700
5	1997	Ocean View; 97-2677	2,500	2,500
			TOTAL BAGS:	11,700
			Current Adequate Supply:	585

Jurisdictions should recompile their adequate supply figure after each succeeding flood event.

They should replenish their supply of sandbags to equal or exceed the new adequate supply figure as soon as practical after each flood emergency is terminated. Regardless of the number of flood emergencies a jurisdiction may experience in a given time period, each such emergency is treated as a separate event. In other words, each flood emergency is delineated by the state mission/incident number issued for that event. When that number is closed - the flood emergency is closed. The next time a mission/incident number is issued for a flood emergency is a new and separate event. In other words, the requirement is that for each jurisdiction to have on hand an adequate supply of locally-owned sandbags prior to each flood emergency that a jurisdiction may face.

2. Jurisdiction *X*, used in the above example, has a flood emergency in November and they have 650 bags on hand. Any supplementary EMD bags provided to them for this event are free. The incident number is closed on December 4.

On January 24, Jurisdiction *X* has another flood emergency, but they did not replenish their sandbag supply. Any bags provided to them from EMD resources are provided at cost.

Updated Sandbag Count

All jurisdictions are requested to provide annual updated sandbag counts for their jurisdiction, using this (or a similar) form. Please return the form to Dave Rider, Logistics & EIS Program Coordinator by phone: (253) 512-7020, Fax: (253) 512-7203, or E-mail: d.rider@emd.wa.gov.

Example:

Jurisdiction:	Tall Timber County DEM	Date:		07/15/99
		24-hour Point-of-Contact:		Storage Location & Street Address
	Quantity:	Name & Title	Phone Number	
Locally-Owned:	50,000	Various – contact Jack Baker, Director	(509) 555-1212	Main Storage location: County Shops 7 th Avenue & Parkhurst Columbine, WA 98999
State-Owned:	25,000	Jack Baker, Director	(509) 555-1212	
Federally-Owned:	5,000	Jack Baker, Director	(509) 555-1212	
Other-Owned:	10,000	Phil Potts, Plant Safety Manager	(509) 555-2121	Tall Timber Company 1401 South River Road Columbine, WA 98999
Comments: The 50,000 local-owned bags are pre-positioned at fire stations throughout flood-prone areas of the county. Additionally, we have 25,000 state-owned sandbags pre-positioned at three of these stations. All Tall Timber County bags are at their River Road facility.				

ENCLOSURE 2

This is the form to use:

Jurisdiction:		Date:		
		24-hour Point-of-Contact:		Storage Location & Street Address
		Name & Title	Phone Number	
Locally Owned:				
State-Owned:				
Federally-Owned:				
Other-Owned:				
Comments:				

ENCLOSURE 3

Discussion and Sample Forms of the Sandbag Custodial and Use/Transfer Forms

A. Sandbag Custodial Receipt Form

1. The *Sandbag Custodial Receipt form* serves as an acceptance on the part of the jurisdiction of the responsibility they are taking on as a custodian of the EMD-owned sandbags. It also serves as a reminder of the procedure and procedures that must be followed in order to use EMD-owned sandbags. This form must be filled out and signed by the Emergency Management Director or designee of the jurisdiction accepting custodial responsibility for the sandbags at the time of delivery of the sandbags to the custodial jurisdiction.
2. See the following page for a sample of this form.

Washington State Military Department
Emergency Management Division
SANDBAG CUSTODIAL RECEIPT
(FOR PRE-POSITIONING BULK STORAGE)

I _____, accept the delivery from the Washington
(PRINTED Name of Jurisdiction Director or Designee)
State Emergency Management Division of _____ sandbags on behalf of
(Number)
_____ to be stored at
(PRINTED Jurisdiction Name)

(Address of Bulk-Storage Location)

I understand and agree to the following conditions and procedures as custodial jurisdiction for care and use of these sandbags:

1. The pre-positioning of EMD-owned sandbags in storage locations around the state is intended to facilitate rapid supplemental sandbag assistance to the custodial jurisdiction and surrounding jurisdictions or state agencies who may request sandbags in accordance with EMD sandbag procedure.
2. Each jurisdiction and state agency, including the custodial jurisdiction, should maintain its own adequate supply of sandbags (as defined in current EMD Sandbag Procedure) and keep them in a protected and ready-to-use condition at all times. When use of sandbags is required, each jurisdiction or state agency should utilize sandbags from its own stocks **before** utilizing EMD-owned sandbags.
3. EMD-owned sandbags are a controlled item. Verbal permission must be obtained from the Washington State Duty Officer or from the Washington State EOC Supervisor when a jurisdiction or state agency wants to **pick up** EMD-owned sandbags or to **transfer** EMD-owned sandbags in response to a request from a neighboring jurisdiction or state agency.
4. After acceptance of custodial responsibility and upon delivery of the sandbags intended for pre-positioning bulk storage, this form must be completed, signed, and forwarded by fax or other method to EMD.
5. Use or transfer of EMD-owned sandbags must be made on the Sandbag Use/Transfer Receipt form. This form must also be completed, signed, and forwarded by fax (253) 512-7203 or other method to EMD.

Accepted by:

(Signature of Jurisdiction Director or Designee)

Date: ____/____/____
(Day/Month/Year)

B. Sandbag Use/Transfer Receipt Form

The *Sandbag Use/Transfer Receipt form* is to be filled out whenever use of EMD-owned sandbags are requested by a jurisdiction or state agency.

After receiving verbal permission, the *Sandbag Use/Transfer Receipt form* must be forwarded by fax or other method in a timely manner to EMD. This form is made up of two parts:

1. Documentation of Sandbag Use

This section must be filled out whenever EMD-owned sandbags are used by a jurisdiction or state agency. This includes the custodial jurisdiction.

2. Documentation of Sandbag Transfer

a. *Transferring Jurisdiction:*

This section must be filled out by the custodial jurisdiction whenever they transfer EMD-owned sandbags to another jurisdiction or state agency.

b. *Receiving Jurisdiction:*

This section must be filled out by the jurisdiction or state agency receiving EMD-owned sandbags (other than for pre-positioning bulk-storage).

3. See the following page for a sample of this form.

Washington State Military Department
Emergency Management Division
SANDBAG USE/TRANSFER RECEIPT

This form is to be used when Emergency Management Division (EMD)-owned sandbags are used by the custodial or other jurisdiction or state agency, transferred from the custodial jurisdiction to another jurisdiction or state agency, and finally, by the receiving jurisdiction or state agency.

Documentation of Sandbag Use

On ____/____/____, following verbal permission from the Washington State Duty Officer, or from the Washington State EOC Supervisor, _____ used _____ EMD-owned sandbags in support of emergency flooding activities under state Incident Number ____ - ____.

Signature:

(Signature of Jurisdiction Director or Designee, or State Agency Representative)

Date:

____/____/____
(Day/Month/Year)

NOTE

The State Office of Financial Management (OFM) requires that jurisdictions must report each instance of distribution of state-owned sandbags to the State EOC
(e.g., 1000 bags to Gold-View Apartment complex on 4/3/00 for flood fight;
500 bags to County PW to protect pump station
2000 bags to volunteers shoring Snail River Dike
200 bags to Englewood housing development to protect houses)
This should be reported in the periodic Situation Report (SitRep) forwarded to the State EOC.

Documentation of Sandbag Transfer

Transferring Jurisdiction:

On ____/____/____, following verbal permission from the Washington State Duty Officer, or from the Washington State EOC Supervisor, _____ EMD-owned sandbags were transferred to _____
(Jurisdiction or state agency Name)

Signature:

(Signature of Transferring Jurisdiction Director or Designee)

Date:

____/____/____
(Day/Month/Year)

Receiving Jurisdiction or State Agency:

I hereby acknowledge receipt of _____ EMD-owned sandbags on ____/____/____
(Number) (Day/Month/Year)
transferred from _____
(PRINTED Jurisdiction Name)

Signature:

(Signature of Receiving Jurisdiction Director or Designee or State Agency Representative)

Date:

____/____/____
(Day/Month/Year)